

FUNCTIONS AND RESPONSIBILITIES OF THE LOGISTICS OFFICE

1. The Logistics Office is established as a component of the DD/A to provide world-wide logistical support for Agency operations.
2. The Chief of Logistics is responsible for the procurement, distribution and accountability of Agency equipment and supplies; for transportation of personnel, equipment and supplies; for meeting real estate and construction needs, and for coordination and compilation of forecasts of requirements for Agency logistical support.

3. The office consists of five major divisions:

- a. The Procurement Division serves as purchasing agent for the entire Agency on a world-wide basis, makes purchases from the Armed Forces, from civilian and government sources, enters into contractual agreements for the purchase of goods and services, and for the manufacture of such goods and services where necessary. Is responsible for the proper administration and termination of such contracts.

- b. The Transportation Division is the traffic management unit of the Agency and is responsible for the shipment of Agency personnel and material [REDACTED] from the United States to overseas stations. Is also responsible for the operation of Agency vehicles, motor pool activities, and vehicle maintenance within the United States.

- c. The Supply Division is responsible for establishing and maintaining a system of property, accountability and responsibility throughout the world; for providing regulatory procedures for the operation

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Supply Division is also responsible for receipt, inspection, storage, packaging, crating, and issuance of all Agency supplies and equipment. This Division was also responsible for the development, issuance, and revision of the Agency Supply Catalog.

d. The Real Estate and Construction Division has the overall responsibility for real estate and construction activities of the Agency; including provisions for design of office space, warehousing, living quarters, communications, and monitoring facilities, power installations, sewer and water systems, heating and air conditioning, acquisition of real estate. This Division also has the responsibility for maintaining a system of accountability for Agency real estate holdings throughout the world.

e. The Printing and Reproduction Division is responsible for the printing of Agency documents, providing photostatic, microfilm, and other related services on an Agency-wide basis.

4. In addition to the functions of the Divisions listed above, the Logistics Office, through its Coordination and Requirements Staff, provides continuing assistance and advice to the operating divisions on logistical matters such as obtaining logistical and supply information, expediting requisitions and shipments, compiling statistics on availability of items, determining feasibility and recommending the substitutions. The Staff is also responsible for consolidating material requirements which are provided semiannually by the operating divisions on a projected two-year basis.

These requirements are used as the basis for determining amounts and types of purchases to be made and make the job of predicting what the future needs of the Agency will be in terms of necessary logistical support.

5. Another major responsibility of the Logistics Office is to provide training for all logistics type personnel throughout the Agency prior to overseas assignments.

6. The Logistics Office is concerned with the development of a world-wide system of logistical support which will provide maximum and efficient service to all operating components of the Agency -- a system which will bring the source of supply as close as possible to the base of operations. In line with this policy one major depot has already been established [REDACTED] for the purpose of servicing operations in the North Asia area. Other such bases are in various stages of development in the South Asia area, [REDACTED] and in North Africa. These stations will be manned by logistics personnel who are under the technical supervision of the Logistics Office.

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7. Attached are tables and figures to show the scope of Agency logistics operations.

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